INDIAN COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION REQUIREMENTS

LEARNING OBJECTIVES:

After completing this module, you will have a working knowledge of:

- The NOFA definitions applicable to the rating process
- The ICDBG initial and threshold requirements
- How to respond to the NOFA rating factors
- How to conduct an internal review of the ICDBG application
- How to respond to technical deficiencies and/or pre-award conditions

A. THE NOFA DEFINITIONS AND RESPONDING TO THE NOFA

The definitions published in the latest NOFA are discussed in Module1. It is important to understand several of the definitions since they directly impact an applicant's responses to the thresholds and rating factors. Several of these definitions bear repeating to ensure familiarity with what the NOFA is requesting. The definitions are as follows:

- **Adopt** – If a threshold or rating factor includes language that requests that you "adopt" policies, this means that you must approve the action through a formal resolution. A copy of the resolution must accompany the application as evidence of this action.

- **Assure** – If the NOFA language asks the applicant to "provide assurance" to "to assure", the applicant must submit a written statement of commitment to comply with the specified NOFA requirement.

- **Document** – Several of the thresholds and/or rating factors ask the applicant to "submit documentation" or "document" information provided.

> **NOTES:**

The applicant must provide supporting written information or data with the application to satisfy the NOFA requirement.

- **Outputs** – Rating Factor 5 asks for measurable outcomes and "outputs". Outputs are the direct products of a program's activities, and should be clear enough to allow HUD to monitor and assess the proposed project if funded. Outputs are usually measured in terms of the volume of work accomplished.

- **Outcomes** – Some of the rating factors ask you to identify "outcomes". Outcomes are the ultimate impact that you hope to achieve with the proposed project. It should be quantifiable measures or indicators and identified in terms of the change in the community, lives, economic status, etc.

- **Benchmarks** – Benchmarks are used in measuring the progress of services or activities. The benchmarks identified must be applicable to the service or activity to be performed. The benchmarks/output goal will be a quantifiable output goal with a specific timeframe for completion. The benchmarks/output goal will be products or interim products which are used to monitor and assess the progress in achieving the program work plan. The benchmarks/output results are the actual results from the projects such as housing units developed or rehabilitated, jobs created, or number of persons assisted.

- **Measurement Reporting Tools** – Measurement reporting tools are the tools used to track output or outcome information (e.g., survey instruments; attendance log; case report; pre-post test; waiting list, etc.).

- **Evaluation Process** – The evaluation process is the methodology that will be used to periodically assess the success in meeting the benchmark output goals and output results identified for the achievement of the purposes of the program.

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B. UNDERSTANDING THRESHOLD REQUIREMENTS IN THE NOFA

Upon receipt of each application, two preliminary screenings are completed; initial screening and threshold screening. The two screenings occur prior to rating the application. If the application does not pass both screenings it will not be rated for funding.

1. *Initial Screening:*
    The initial screening focuses on the application being complete and eligible. The following items are evaluated:

    - Was the application received by the due date and time established in the NOFA?
    - Does the project comply with the primary objectives of the ICDBG program?
    - Is the project an eligible activity?
    - Is the applicant an eligible applicant?
    - Are the total requested funds within the published grant ceiling?
    - Are all the application components included in the application?

2. *Threshold Screening:*
    The NOFA includes two types of threshold screenings that will be performed. Applicants must meet the program related thresholds as well as the project-specific thresholds. If the application does not meet any one of the thresholds, it will not be rated. A brief summary of the thresholds is detailed below.

    - **Program Related Thresholds –** These thresholds apply to all project types. The program related thresholds are as follows:

        1. An applicant who has an outstanding ICDBG financial obligation to HUD that is in arrears, or one that has not agreed to a repayment schedule, will be disqualified from the competition;
        2. Federally recognized Indian tribes must comply with the nondiscrimination provisions at 24 CFR 1003.601.

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- **Project-Specific Thresholds –** Applicants must pass the threshold for the specific type of project it applied for. Project-specific thresholds are:

  1. **Housing Rehabilitation Projects** – Applicants must have adopted rehabilitation standards and rehabilitation policies before submitting an ICDBG application. Applications must include evidence that the policies or standards have been adopted in accordance with tribal law or practice. Applicants must also provide assurance that project funds will be used to rehabilitate HUD-assisted houses only when the tenant/homebuyer's payments are current or the tenant/homebuyer is current in a repayment agreement except in emergency situations. The ONAP Administrator on a case-by-case basis may grant exceptions to these requirements.

  2. **Land Acquisition to Support New Housing Projects** – There are no project specific threshold requirements for land acquisition to support new housing projects.

  3. **New Housing Construction Projects** – New housing construction can be implemented only when necessary only through a Community Based Development Organization (CBDO). Eligible CBDOs are described in 24 CFR 1003.204(c). Applicants must provide documentation establishing that the entity implementing the new housing construction project qualifies as a CBDO. The application must include a current tribal resolution adopting and identifying construction standards, and documentation that:

     - shows that all households to be assisted will be LMI;
     - no other housing is available in the immediate reservation area that is suitable for the households to be assisted;
     - no other resources including an IHBG can meet the needs of the households to be served; and

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- rehabilitation of the unit occupied by the household is not economically feasible or the household to be housed currently is in an overcrowded house (more than one household per house), or the household to be assisted has no current residence.

4. **Homeownership Assistance Projects –** There are no project specific thresholds for homeownership assistance projects.

5. **Public Facilities and Improvements Projects** – There are no project specific thresholds for public facilities and improvements projects.

6. **Economic Development Projects** – The application must include a financial analysis that demonstrates that the project is feasible and has a reasonable chance of success. The analysis must also demonstrate the public benefits resulting from the ICDBG assistance. The more funds requested, the greater the public benefit you must demonstrate. To the extent applicable, the application must also demonstrate that:

   - reasonable financial support will be committed from non-federal sources prior to disbursement of federal funds;
   - any grant amount provided will not substantially reduce the amount of non-federal financial support for the activity;
   - not more than a reasonable rate of return on investment is provided to the owner; and
   - grant funds used for the project will be disbursed on a pro-rata basis with amounts from other sources.

7. **Microenterprise Projects -** There are no project specific threshold requirements for microenterprise projects.

NOTES:

Please review the thresholds published in the NOFA since they may differ from these. You must respond to **each part** of the applicable thresholds. For example, the project-specific threshold for housing rehabilitation has three "tests" you must meet. If you provide evidence that the required policies were adopted, but do not provide the required assurances, the application will fail this threshold.

C. RATING FACTOR ONE – CAPACITY OF THE APPLICANT

Responses to this factor should demonstrate how the applicant's administrative infrastructure and staff have the necessary knowledge, skills and experience to manage the project and funds successfully if an ICDBG award is made.

Capacity of the applicant subfactors include:

- Managerial, technical, and administrative capacity and responsibilities
- Project implementation plan and program evaluation
- Financial management
- Procurement and contract management
- Past performance, if applicable

Managerial, Technical, and Administrative Capacity
The information included in the application must include **documentation** demonstrating that the applicant possesses or can obtain managerial, technical, and administrative capability necessary to carry out the project. Address who will administer the project and how the technical aspects of executing the project will be handled.

> **Managerial and Technical Staff** – The application must describe the roles and responsibilities, and the qualifications, and experience of the proposed project director and staff, including day to day program manager, consultants, and contractors in planning, managing, and implementing projects in accordance with the implementation schedule for which funding is being requested. Experience will be judged in terms of recent, relevant, and successful experience of the staff to undertake eligible program activities.
>
> Experience within the last 5 years will be considered to be recent; experience pertaining to the specific activities being proposed will be relevant; and

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experience producing specific accomplishments to be successful. The more recent the experience and the more experience the staff who will work on the project have in successfully conducting and completing similar activities, the greater the number of points that can be received for this factor.

- Applicants should explain and demonstrate how the combination of staff will manage the proposed project (with help from consultants, strategic partners, and other third parties, as applicable).

- Provide a project staffing plan incorporating project staff, contractors, consultants, and strategic partners

- Provide the roles and responsibilities for each key position

- Present biographical sketches for each key position which includes knowledge and experience in planning, managing, and implementing projects similar to the one being proposed

After completing this section, applicants should answer the following questions:

- *Is the experience of key staff identified in the application recent (within the last 5 years), relevant to this project and demonstrate past success in similar responsibilities?*
- *Did the application **describe** the roles and responsibilities of staff?*

To support the descriptions provided in this section, consider supplementing the response to this factor by providing the following:

- *Resumes that highlight technical expertise, professional credentials, and past experience in similar projects for key staff.*
- *Job descriptions and a list of job responsibilities for each of the key staff*
- *If contracting, have you described the expertise and qualifications of the contractor? If the contractor has not been identified have you stated the minimum experience and qualifications that will be required?*

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- *Include an organizational chart and staffing plan (or level of effort chart)*

Project Implementation Plan and Project Evaluation - The project implementation plan component of the application identifies the specific tasks and timelines for completion of the project on time and within budget. The project implementation plan should be clear and concise. It should include a logical breakdown of the project, and discuss the strategy taken to accomplish the project over the project period.

The tasks are the specific activities required to complete the project. The tasks should be presented in a logical sequence with specified timeframes for completion. The Project Implementation Schedule, Form HUD-4125, can be used as the required schedule.

The project evaluation component describes how the project will be evaluated from project start up to project completion. The evaluation process should describe the specific benchmarks, outputs, outcomes, and goals that have been incorporated into the evaluation plan.

If the Logic Model, HUD Form 96010 is used in the application, it also provides the information on the project evaluation plan.

After completing this section applicants should answer the following questions:

- *Is a project implementation schedule included which details tasks and project timelines?*
- *Does your implementation plan show that your project will be within budget?*
- *Are the implementation timelines realistic?*
- *Did you identify a process for measuring and evaluating project outputs and outcomes?*

Financial Management - The financial management section should address the applicants' ability to manage funds and ensure accountability to the tribe, the community, and ONAP. Applicants must:

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- **Describe** how the applicants' financial management systems will facilitate effective fiscal control over the proposed project and meet the requirements of 24 CFR part 85 and 24 CFR part 1003.
- **Describe** how you will apply the financial management systems to the specific project applied for.
- **Include** a tribal resolution or other written document signed by the appropriate entity according to tribal practices that **adopts** the financial management and internal control policies and procedures.
- The type of audit findings in your current audit will be evaluated. If you are required to have an audit but do not have a current audit, you must **submit** a letter from the tribe's Independent Public Accountant that is dated **within** the past 12 months stating that the financial management system complies with all regulatory requirements.

In addition to the above information, you may want to provide information on your financial management system in the following areas:

- Internal Controls
- Components which address each of the financial management standards
- Cash management
- Property and equipment
- Program income

After completing this section, applicants should answer the following questions:

- *Is there an appropriate written and signed document adopting the financial management and internal control policies and procedures?*
- *Is there a written summary describing the financial management system?*
- *Is there a financial management plan that explains how the ICDBG project funds will be managed for the specific project?*

Procurement and Contract Management - The procurement and contract management section provides an overview of the applicant's procurement policies and procedures and how contracts will be managed. Applicants must:

NOTES:

- **Describe** how the tribes' procurement and contract management policies and procedures will facilitate effective procurement and contract control over the proposed project and meet the requirements of 24 CFR part 85 and 24 CFR part 1003.
- **Describe** how the procurement and contract management systems will be applied to the specific project applied for.
- **Include** a tribal resolution or other written document signed by the appropriate entity according to tribal practices that adopts the procurement and contract management policies and procedures.
- The type of audit findings in your current audit will be evaluated. If you are required to have an audit but do not have a current audit, you must **submit** a letter from the tribe's Independent Public Accountant **stating** that the procurement and contract management system complies with all applicable regulatory requirements.

The contract management narrative provides information on how contracts are managed by the applicant and could include the following information:

- Components of a standard contract
- Procedures for ensuring quality and completion of work prior to payment
- Criteria for authorizing change orders
- Method for periodic evaluation of the contractor
- Records management for the contract
- Contract close out procedure and required documents

After completing this section applicants should answer the following questions:

- *Is there information describing the procurement policies and procedures?*
- *Have you described your contract management procedures as they relate to this project?*

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Past Performance - This component is applicable only if you have an open ICDBG grant. Performance measures evaluated as it relates to past performance are:

- Completion of tasks as according to the timeframes set out in the implementation schedule.
- Timely submission of the Annual Status and Evaluation Reports and Federal Cash Transactions Reports.
- Timely submission of close-out documents.
- Submission of the annual audit in accordance with ICDBG requirements and OMB Circular A-133 and its compliance supplements.
- The timely resolution of ICDBG monitoring and controlled audit findings.

After completing this section applicants should answer the following questions:

- *Have you provided information on past performance, if applicable?*
- *Does the information address completion of tasks, reporting, any audit and/or monitoring findings?*

NOTES:

PARTICIPANT WORK ACTIVITY FOUR
Rating Factor One – Capacity of the Applicant

Select a Project: _____

☐ Housing Rehabilitation
☐ Land Acquisition
☐ New Housing Construction
☐ Homeownership Assistance
☐ Public Facility/Improvements
☐ Economic Development
☐ Microenterprise
☐ Other _____

Managerial, technical, and administrative capacity and responsibilities

List three key staff, contractor(s), consultants, and strategic partners for the project.

1. _____

2. _____

3. _____

Describe the project job responsibilities and qualifications for each key staff, contractor, consultant, or strategic partner listed above.

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Key Staff, Contractor, Consultant, or Strategic Partner	Project Responsibilities	Qualifications
1.		
2.		
3.		

Project Implementation Plan and Program Evaluation

List five of the tasks necessary to complete the project including the timelines for performing each task.

Task	Begin Date	End Date
1.		
2.		
3.		
4.		
5.		

NOTES:

List one outcome for the project: _____

For the outcome identified above list the output(s) result, measurement tool(s), and evaluation process.

Outcome:		
Output(s) Result	**Measuring Tool(s)**	**Evaluation Process**

Financial Management

Describe how the financial management system provides effective financial control for the project.

_____
_____
_____
_____
_____
_____

NOTES:

List the two attachments to include in the application that support the strength of the financial management system.

1. _____

2. _____

Procurement and Contract Management

Describe one component of your procurement system.

_____
_____
_____
_____

Describe one example of a past procurement activity for a similar project.

_____
_____
_____

List one attachment to include in the application that supports the strength of the procurement system.

1. _____

Describe one component of your contract management system.

_____
_____
_____

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D. RATING FACTOR TWO – NEED/EXTENT OF THE PROBLEM

The information included in the application should demonstrate the extent of the documented problem; illustrate the applicant's understanding of the problem and its impact on the target population, and the applicant's ability to address the problem successfully through the proposed project if an ICDBG award is made. Need/extent of the problem subfactors include:

- Documentation demonstrating that the project meets an essential community development need
- Project benefits the neediest segment of the population

Documentation of Need - The information included in the application should clearly explain the process in which the need was identified (including the community's involvement in the process as outlined in Part C of Module 2), the extent of the need, and outcomes that would successfully address the identified needs. The applicant must:

- present quantitative data to define the need such as community surveys (include a copy of the survey in the application packet), expressed need from existing programs, statistical data from other agencies (e.g. IHP, I.H.S., school district, or B.I.A.), and existing resources (or lack thereof) to address the need.

To respond to this criteria, the applicant may want to:

- provide historical data on the growth of the need or past events that have accelerated the level of need (such as natural disasters, growth in population, or changes in public policy).
- include a written summary of community involvement and process of determining community needs
- develop a program hypothesis that is based on the quantitative data that outline steps to address the need and explain how addressing the identified need will improve the well-being of the community.

After completing this section applicants should answer the following questions:

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- *Does the narrative clearly define the community need and the process used for identifying this need?*
- *Is the data presented accurate and verifiable? Is it presented in a way that is clear and easy to understand?*
- *Does the documented community need logically lead to the program hypothesis?*

Project Benefits to Community Members - Applicants should clearly explain the methods they will employ to target the neediest segment of the population in accordance with the program's primary objective, and the ways the applicant will certify the accuracy of the information regarding the target population. The applicant **may:**

- Rely on census data, or
- provide demographic data identifying the total number of persons benefiting from the proposed project (include both Native and non-Native persons to be served); number of persons benefiting who are LMI. If submitting demographic data include a sample copy of a completed survey form, an explanation of the methods used to collect the data and a listing of incomes by household.

If unpublished data is used, include a demographic data statement along with documentation in the application that states:

- The published data are substantially inaccurate or incomplete
- Data provided has been collected systematically and are statistically reliable
- Data has been independently verified (to the extent possible), independently verifiable and data differentiate between reservation and BIA service area populations, when applicable.

In order to document persons to be employed by the project, it is not necessary to submit demographic data. The applicant must submit information that describes the nature of the jobs to be created or retained. Information can include the following:

- Proposed job descriptions, salaries, the number of full-time equivalent position.

> **NOTES:**

- If jobs will be retained as a result of the project, include information that shows clearly and objectively, that jobs would be lost without the ICDBG project. Note that jobs retained only for the period of the proposed grant will not be counted.

Required criteria to show the proposed project benefits the neediest population varies according to the type of project requested. The criteria for specific project types follow:

- Public Facilities and Improvements and Economic Development Projects. The extent to which the proposed project benefits the neediest segment of the population will be evaluated and points will be awarded based on the percentage of beneficiaries that are LMI. For economic development projects, beneficiaries of the project are persons served by the project and persons employed by the project, and jobs created or retained by the project.
- New Housing Construction, Housing Rehabilitation, Land Acquisition to Support New Housing, and Homeownership Assistance Projects. The need for the project will be determined by data from the tribe's IHBG formula information.
- Microenterprise Programs. Points will be provided if the owners of the microenterprise are LMI and based on the number of employees that are.

After completing this section applicants should answer the following questions (dependent on project type):

- *Is there information on the number of jobs created or retained for LMI persons, if applicable?*
- *Is there information on the types of jobs created or retained, job descriptions, salaries, if applicable?*
- *If you submitted demographic data, did you address all the required information?*

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PARTICIPANT WORK ACTIVITY FIVE
Rating Factor Two – Need/Extent of the Problem

Project Selected In Activity 3: _____

☐ Housing Rehabilitation
☐ Land Acquisition
☐ New Housing Construction
☐ Homeownership Assistance
☐ Public Facilities and Improvements
☐ Economic Development
☐ Microenterprise
☐ Other _____

Documentation demonstrating that the project meets an essential community development need

Describe the community need being addressed by the project.

_____
_____

Briefly describe the process that was used to identify the need.

_____
_____

List three data sources used to document the need.

1. _____

2. _____

3. _____

NOTES:

What is the extent of the need in the community?

_____

_____

List one outcome for the project: _____

Briefly describe the community involvement in the project.

_____

_____

Project benefits the neediest segment of the population

Describe the benefits of the project.

_____

_____

_____

_____

List one attachment to include in the application that supports how the project will benefit the neediest segment of the population and explain why that attachment was included.

1. _____

   _____

   _____

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E. RATING FACTOR THREE – SOUNDNESS OF APPROACH

A response to this factor demonstrates the quality and effectiveness of the applicant's project outcomes in enhancing community viability and in meeting the needs identified in Factor 2. Additionally, the applicant's commitment to sustain the project is also established in this section of the application.

Soundness of approach subfactors include:

- Description of and rational for the proposed project
- Budget and cost estimates
- HUD policy priorities
- Commitment to sustain activities

The first three subfactors relate to all projects regardless of type of project, however, the last subfactor is project specific.

> **Description of and Rational for the Proposed Project** - The information should clearly define that the project is a viable and cost-effective approach to address the needs of the target population that were identified in Factor 2. The project must be **described** in detail and must **describe** *why* the project is a good choice to meet the identified need(s). The proposed outcomes for the project should clearly describe how the community's viability will be enhanced including a selection of measures that will be listed in Rating Factor 5. The application must:
>
> - describe the tasks that have been planned for completion of the project and achievement of the outcomes.
> - explain why the plan is the most effective approach to meeting the needs of the community.
> - include the size, type, and location of the project, with a rational for project design.
> - discuss the cost savings anticipated due to innovative designs and construction methods. Include the rational for the cost savings, and historical data on past methods used, if applicable.

NOTES:

- if the project includes land acquisition to support new housing projects, provide information and supporting documentation that establishes the ratio between the number of net usable acres to be acquired and the LMI households to benefit from the project.
- State the proposed outcomes for the project

The application must include information which establishes that there is a reasonable ratio between the number of net usable acres to be acquired and the number of low- and moderate- income households to benefit from the project.

After completing this section, applicants should answer the following questions:

- *Have I provided a clear description of the project?*
- *Does the information included answer the question of why the project was selected?*
- *Have I included information that demonstrates how the project will meet the need(s) of the community as identified in rating factor 2?*
- *Are letters from the appropriate professionals supporting the effectiveness of the project attached?*

Budget and Cost Estimates - The budget provides the financial plan for the project and must reflect the total resources (ICDBG and non ICDBG) required to complete each of the project tasks. The key to developing a sound budget is to identify and secure input from individuals with extensive experience in development and management of the project being proposed. The cost estimate should include a line item cost for each proposed activity including planning and administration, and documented. An example of this is presented below:

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NITRATE TREATMENT PLAN COMPONENT

Project Name: **Infrastructure Improvement Plan – Phase 1**
Component: **Nitrate Treatment Plant**

Ion-Exchange System	Quantity	Unit	Unit Price	Total
IX Treatment System	1	Unit	$238,000	$238,000
Enclosure (16' W x 20' L x 10'T)	1	Unit	$70,000	$70,000
Concrete Pad (16' x 20')	320	Ft	$20	$6,400
Electrical & Telephone Connection	1	LS	$20,000	$20,000
Interconnection Piping	1	LS	$25,000	$25,000
Data Collection & Pump Control System	1	LS	$30,000	$30,000
Site Fencing	360	LF	$50	$18,000
6" Sewer Line	100	LF	$30	$3,000
Manhole	1	EA	$1,800	$1,800
Waste Brine Tank 3000 gallons	1	EA	$4,00$200	$4,000
Concrete Tank Pad	75	Ft		$1,500
Pilot Plant Study				$7,600
Sewer Connection Fee				$5,777
Total Construction Cost				**$431,030**
Contingency	15%			$64,662
IHS Project Technical Support	10%			$43,108
Total Estimated Cost				**$538,800**
Land for Ion Exchange Plan				**$80,000**

NOTES:

HYDROPNEUMATIC TANKS COMPONENT

Project Name: Infrastructure Improvement Plan – Phase 1
Component: Hydropneumatic Tank & Control System

PHASE 1

Hydropneumatic Tank & Control System	Quantity	Unit	Unit Price	Total
Demolition of Existing Hydropneumatic Tank	1	LS	$10,000	$10,000
Rental of Temporary Pressure Booster System	1	LS	$8,000	$8,000
Bladder Tank Installation	1	EA	$20,000	$20,000
Pressure Tank Pressure Switch	1	EA	$500	$500
Piping and Valves (1 tank only)	1	LS	$2,500	$2,500
Tank & Well SCADA System	1	LS	$37,000	Phase II
BACKUP SOURCE SUBTOTAL				**$41,000**
CONSTRUCTION CONTINGENCY 10%				$4,100
IHS TECHNIAL SUPPORT 10%				$4,100
TOTAL ESTIMATED PHASE 1 COST				**$49,200**

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PRESSURE BOOSTERS COMPONENT

PROJECT NAME: **Infrastructure Improvement Plan – Phase 1**
COMPONENT: **Pressure Boosters**

Houses		Unit Cost		Total	
Boosters	4	$	700.00	$	2,800.00
Installation	4	$	300.00	$	1,200.00
Subtotal					4,000.00
IHS Technical Support (15%)					600.00
TOTAL					**4,600.00**

METERS COMPONENT

PROJECT NAME: **Infrastructure Improvement Plan – Phase 1**
COMPONENT: **Touch Meters**

PHASE 1					
Item	Units		Unit Cost	Total Budget Cost	
Water Meters		50	$ 250.00	$	12,500.00
Water Meter Installation		50	$ 50.00	$	2,500.00
Water Meter Boxes		5	$ 500.00	$	2,500.00
Water Meter Boxes Installation		5	$ 200.00	$	1,000.00
Portable Handheld Touch-Read Unit		1	$ 6,600.00	$	6,600.00
Meter Reading Management Software		1	$ 4860.00		4,860.00
Construction Sub-total					29,960.00
Project Contingency		15%			4,494.00
IHS Technical Support		10%			2,996.00
TOTAL BUDGET					**37,450.00**

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WELLHEAD PROTECTION COMPONENT (FENCING)

PROJECT NAME: **Tribe Infrastructure Improvement Plan – Phase 1**
COMPONENT: **Wellhead Protection/Fencing**

Environmental Protection Department		Unit Cost		total	
Environmental Director	20	$	28.31	$	566.00
Sr. Natural Resource Policy Advisor	10	$	35.00	$	350.00
Contractor Fencing	1	$	950.00		
Installation	1	$	250.00		8336.00
Other			758 Bid Package		748.00
TOTAL					**10,000.00**

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PROJECT ADMINISTRATION/OVERSIGHT/INDIRECT COST

PROJECT NAME: **Infrastructure Improvement Plan – Phase II**
COMPONENT: **Administration/Oversight/Indirect Costs**

Phase 1

Personnel	Calculation	Request
FTE Environmental Programs Director	$28.31 x 120 hours	3,397
FTE Environmental Coordinator	$22.00 x 100 hours	2,200
1 FTE Environmental Specialist II	$18.91 x 4000 hours	75,640
Sr. Resource Policy Advisor	$35.00 x 100 hours	3,500
GIS Specialist	$18.91 x 20 hours	4,375
FTE Administrative Assistant	$11.50 x 40 hours	460
Fringe Benefits		
FICA	0.0765	6,894
FUTA	0.018	1,622
SHS	0.0221	1,991
Health Insurance	$363/mo x 1 FTE x 24 mos.	8,712
Vacation Liability	0.04	3,604
Retirement Benefits	0.01	901
Travel		
Local Travel	5,600 x .375	2,100
Supplies		
Departmental Supplies	485/mo x 24	1,560
Other		
Cell Pone	$50/mo x 24 mos.	1,200
Communications/Maintenance, operations and repairs	Telephone, Internet, Mail etc.	3,890
Indirect Charges	9.94% of direct costs minus contractual and equipment	12,000

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INSERT FORM 4123.

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Also include the qualifications of the individual(s) who prepared the cost estimate in the narrative.

After completing this section applicants should answer the following questions:

- *Is information included that states the qualification of the individual preparing the budget?*
- *Does the cost estimate include supporting documentation?*

HUD Policy Priorities - The applicant should explain how the project addresses the policy priority "Improving Our Nation's Communities". The narrative should also include the relationship between the project and the policy. The policy priorities include:

1. Bring private capital into distressed communities to:

    a. Finance business investments to grow new businesses
    b. Maintain and expand existing business
    c. Create a pool of funds for new small and minority-owned businesses
    d. Create decent jobs for low-income persons

2. Improve the environmental health and safety of family living in public and privately owned housing by :

    a. Coordinate lead hazard reduction programs or weatherization activities funded by state and local government
    b. Reduce or eliminate health related hazards in homes caused by toxic agents including: molds, allergens, carbon monoxide and other hazardous agents and conditions

3. Make communities more livable:

    a. Provide public and social services
    b. Improve infrastructure and community facilities

NOTES:

While completing this section applicants should answer the following questions:

- *Does my project relate to the HUD Policy Priority Improving Our Nation's Communities?*
- *Which of the elements of the policy does my project address?*
- *Did I describe how my project relates to the policy?*

Commitment to Sustain Activities - The information included should document and demonstrate the applicant's commitment to the community's viability by sustaining the proposed activities. The information provided must be sufficient to determine that the project will proceed effectively. The information to be included in the application will vary based on the type of project. Each project type is discussed separately.

Public Facilities and Improvement Projects - The narrative should identify who will assume responsibility for the operation and maintenance for the public facilities and improvements.

If the tribe will be assuming responsibility include the following information:

- Experience and expertise in maintaining and operating public facilities.
- Tribal resolution that **adopts** the operation and maintenance plan and **commits** the funds for the operation and maintenance.
- Operation and maintenance plan. The operation and maintenance plan must address routine maintenance, repairs, insurance and replacement reserves.
- Cost breakdown for annual expenses to maintain and operate the facility.
- For public facility buildings, a tribal resolution or letter of commitment that identifies the source of, and commits the necessary operating funds for any recreation, social or other services to be provided.
- Letters of commitment from service providers that address both the operating expenses and space needs.

If an entity other that the tribe will be assuming responsibility, the application would include the following information:

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- Description of the working relationship between the tribe and the entity including oversight by the tribe.
- Letter of commitment from the entity that identifies the specific maintenance and operations responsibilities and, if applicable, a letter of commitment from the entity is included that identified the maintenance responsibilities and, if applicable, responsibilities for operations the entity will assume as well as necessary funds.
- If available, memorandums of agreement or other documents between the tribe and the entity that relate to maintenance and operations of the facility.

New Housing Construction, Housing Rehabilitation, and Homeownership Assistance Projects - The narrative should provide information on the on-going maintenance responsibilities. The specific responsibilities for both the tribe and participants should be addressed in specific detail. The following documents should also be included in the application:

- Statement to be signed by the participant as a condition of receiving grant assistance, if applicable. The statement would include the participants' specific maintenance responsibilities.
- Tribal resolution or letter of commitment from the entity assuming responsibilities for on-going maintenance, as applicable.

Other information that could be included in the application:

- Summaries of existing maintenance policies
- Sample homebuyer/tenant outreach information

Economic Development Projects - Include information that demonstrates the financial viability of the project. If a business plan has been prepared for the project it will contain much of the information to be included in this section of the application.

- Provide information on the organizational system and capacity of the entity operating the business. This information can be found in the entity's business plan and includes assets of the entity, qualifications of

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the management team, organizational structure, and other information specific to the entity.

- Document the separation of government functions from business operating decisions. The provision of articles of incorporation and bylaws will support the separation of government functions from business operating decisions.

- Describe the operating plan for the project. The operating plan provides information on all aspects of the business including management, sales, and production of goods or provision of services. The operating plan can be supported by the business plan.

- Provide information on the feasibility and market analysis of the proposed business activity. The feasibility and market study for the business can support the information. The feasibility study should indicate how the proposed business will capture a fair share of the market. Both studies should be current (no more than two years old) and conducted by an independent entity.

- Other required information to include in the application:

  - Resumes of the management team
  - Detailed cost summary for the development of the project
  - Five-year operating or cash flow financial projections
  - If the project is the expansion of an existing business include copies of the financial statements for the most recent three years or the life of the business, if less than three years.

The project's chance for success will be evaluated. The applicant must address *the following information to meet this requirement:*

- *Does the business plan seem thorough and does the organizational structure have quality control and responsibilities built in?*
- *Does the business plan or market analysis indicate that a substantial market share is likely within five years?*

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- *Do the costs appear reasonable given projected income and information about inputs?*
- *Does the business plan or cash flow analysis indicate that cash flow will be positive within the first year?*
- *Is the financial statement clean with no indications of concern by the auditor?*

Microenterprise Programs - The narrative should include a description of the overall plan for program operations. The description should include the following:

- Description of the microenterprise program including the types of assistance offered to microenterprise applicants.
- Types of services the program will offer and the methods for providing the services
- Types of entities that will be eligible for the service
- Process for analyzing the applicants' business plans, market studies, and financial feasibility
- Process for determining the loan terms to be offered to the applicants if credit programs are to be part of the project

Land Acquisition Projects to Support New Housing - The application must include the results of a preliminary investigation conducted by a qualified independent entity. The investigation report must document the following:

- Site has suitable soil conditions for housing and related infrastructure
- Site has potable drinking water accessible for a reasonable cost
- Site has access to utilities
- Site has vehicular access and drainage
- Site is located near social and community services
- Site has no known environmental problems

For sites that do not have all of the necessary infrastructure include specific information on the resources to be used and the implementation schedule for development of the infrastructure for the housing project.

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After completing this section, applicants should answer the following questions, keeping in mind their specific project area.

- *Does the application clearly outline the tribe's commitment to sustaining or increasing the community's viability through the project?*
- *Is there suitable documentation (depending on project type) that speaks to this commitment?*
- *Does the application clearly define the processes, policies and other necessary documentation that are in place (or will be developed) to ensure sustainability?*

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PARTICIPANT WORK ACTIVITY SIX
Rating Factor Three – Soundness of Approach

Project Selected In Activity 3: _____

- ☐ Housing Rehabilitation
- ☐ Land Acquisition
- ☐ New Housing Construction
- ☐ Homeownership Assistance
- ☐ Public Facilities and Improvements
- ☐ Economic Development
- ☐ Microenterprise
- ☐ Other _____

Description of and rational for the proposed project

Describe why the project is a viable and cost effective approach to address the community's need identified in activity 4.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

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List two pieces of information that can be included in the application that demonstrates how the project meets the need identified in activity 4.

1. _____

2. _____

Budget and cost estimates

Develop the line item budget for one project activity.

Project Activity: _____

Line Item	ICDBG Funds	Non ICDBG Funds	Total
Total			

List the qualifications of the individual(s) that prepared the budget.

_____

_____

List three individuals to review the budget.

1. _____

2. _____

3. _____

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HUD policy priorities

Explain how the project addresses the HUD policy priority "Improving Our Nation's Communities"

_____

_____

_____

_____

Commitment to sustain activities

Explain how the project will be sustained (the methods used will depend on the project proposed).

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

List two pieces of information or documentation to include in the application that will demonstrate the sustainability of activities.

1. _____

2. _____

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F. RATING FACTOR FOUR – LEVERAGING RESOURCES

The information included in this section should **document** the resources that will be committed for the proposed project.

The information should also **describe** how the funds will be used in the performance of the project and the amount from each source. When stating the amount from each source, if the contribution is not cash you must provide how the value was established. Letters and other sources of documentation for both firm and potential commitments from the source will also need to be included in the application.

Listed below are examples of documentation for different sources of leveraged funds.

- Tribal trust funds.   Documentation would be a tribal resolution or legal equivalent of the commitment.
- Loans from individuals, organizations, private foundations, or businesses. Documentation would be a signed letter of commitment or a fully executed loan agreement.
- State or Federal loans or guarantees. Documentation would be a letter of commitment, loan agreement, or other appropriate legal document.
- Other grants. Documentation would be the grant award document and the terms and conditions that relate to the project.
- Indian Housing Block Grant (IHBG). Documentation would be the Indian Housing Plan (IHP) or if it is not in the current plan, a tribal resolution or legal equivalent that commits the IHBG resources.
- Donated goods and services needed for the project. Documentation would be a letter from the donor. In establishing the value of donated services supporting information such as current invoices to clients other than the applicant for the company or business donating the services. In establishing the value of donated goods supporting information could include certification from an appropriate professional such as an accountant.
- Land used for leverage. Only value the land that is necessary for the project. Documentation would be an appraisal, realtor value guides, or

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data on recent land sales. Land valuation must be established using one of the following methods:

- A site specific appraisal no more than two years old
- An appraisal of a nearby comparable site also no more than two years old
- A reasonable extrapolation of land value based on current area realtor value guides
- A reasonable extrapolation of land value based on recent sales of similar properties in the same area

Points for leveraging are provided based on the percentage of non-ICDBG resources to the proposed project cost.

After completing this section, applicants should answer the following questions:

- *Have I stated the source for each of the leveraged funds identified in the application?*
- *Have I provided information on how the leveraged funds will be used and why the funds are necessary for the project?*
- *Have I provided the appropriate documentation for each source?*

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PARTICIPANT WORK ACTIVITY SEVEN
Rating Factor Four – Leveraging Resources

Project Selected In Activity 3: _____

- ☐ Housing Rehabilitation
- ☐ Land Acquisition
- ☐ New Housing Construction
- ☐ Homeownership Assistance
- ☐ Public Facility/Improvements
- ☐ Economic Development
- ☐ Microenterprise
- ☐ Other _____

Identify four sources of leveraged resources for the project; include the amount for each source and the type of documentation for each source.

Source	Amount	Documentation
1.		
2.		
3.		
4.		

Calculate the percentage of leveraged funds for the project. _____ %

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G. RATING FACTOR FIVE – COMPREHENSIVENESS AND COORDINATION

Applicants should clearly explain the coordination activities with tribal departments and other entities that will enable the applicant to most effectively meet community needs and achieve community goals. The section also includes information on the project outputs and outcomes.

Planning and Coordination - Applicants must **describe** the coordination performed in the design and development of the project and the relationship to the project goal. This can be accomplished by:

- providing information on the types of coordination activities specific to the project. This could be through monthly meetings of department directors, quarterly meetings with groups that provide services to the same populations, and/or special meetings to work on specific projects.
- providing a list of the tribal departments, organizations, governmental units, and businesses that are part of the coordination activities for the project.
- providing information on the roles of each of the entities identified above.
- presenting the interrelationship between the goal of the project and the goals of each of the entities

Measurable Outputs and Outcomes to Enhance Community Viability-
The applicant must provide measurable outputs and outcomes for the project.

Outputs must include, where applicable:

- Number of houses rehabilitated
- Number of jobs created or obtained
- Square feet for any public facility
- Number of education or job training opportunities provided
- Number of homeownership units constructed or financed
- Number of businesses assisted including the number that are minority or Native American
- Number of families proposed to be assisted with drug-elimination or health-related hazards elimination programs

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Outcomes must include, where appropriate:

- Reduction in the number of families living is substandard housing
- Increased income resulting from employment generated from the project
- Increased quality of life due to services provided by the public facility
- Increased economic self-sufficiency of recipients of program beneficiaries
- An increase in the homeownership rate
- Reduction of drug-related crimes or health-related hazards

After completing this section applicants should answer the following questions:

- *Have you provided information on the process for coordination with other entities?*
- *Have you listed all of the entities and their roles that you have coordinated with?*
- *Have you shown how the goals of the project are related to and support the goals of the other entities?*
- *Have you quantified each of the project outputs and outcomes?*

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PARTICIPANT WORK ACTIVITY EIGHT
Rating Factor Five – Comprehensiveness and Coordination

Project Selected In Activity 3: _____

- ☐ Housing Rehabilitation
- ☐ Land Acquisition
- ☐ New Housing Construction
- ☐ Homeownership Assistance
- ☐ Public Facility/Improvements
- ☐ Economic Development
- ☐ Microenterprise
- ☐ Other _____

Planning and coordination

List four groups that you coordinated with on the project, the coordination activities, and the relationship to the project goal.

Group	Coordination Activities	Relationship To Project Goal
1.		
2.		
3.		
4.		

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Measurable outputs and outcomes to enhance community viability

List two outputs of the project
1._____
2._____

List two outcomes of the project
1._____
2._____

List the other three rating factors where you had to state outputs and outcomes.
1._____
2._____
3._____

Do your outputs and outcomes correlate in all four areas?_____

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H. INTERNAL APPLICATION REVIEW

There are many benefits from conducting an internal review of the application prior to submitting the application. The application internal review can provide three perspectives for review of the material. Each perspective is important, adds value and increases the likelihood of funding.

The first step in the internal application review is to establish the review team. Quality reviews require an "expert pair of eyes" and take time. Identifying who these "experts" will be needs to be done early in the application development process to allow the reviewers to schedule time for the review. Both internal and external resources should be considered. Internal resources could include:

- Planning director
- Director of a department that serves the same population
- Staff grant writers who were not the author of the application

External resources include:

- Strategic partner identified within the project
- Other tribes or organizations grant writers or planners
- Consultants

The number of internal reviewers and the composition of the team are critical to the process. The internal review team should include at least one internal or applicant staff member and one external reviewer. The size of the team will determine the amount of time that will need to be scheduled for the review, analysis of recommendations, and selection of recommendations to be incorporated in the review. The review time must be identified and planned for in the application development schedule. Further, time must be allowed for meetings with the review team, review of the application by team members, analysis of recommendations, and to make changes to the application.

The initial meeting of the internal review team is critical to the quality of the internal review. At the initial meeting, provide team members with the NOFA and discuss the information contained in the NOFA. Also discuss the process for the internal review; provide tools (NOFA checklist) to assist them in conducting the review, and the information to be provided by the internal review team members.

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Internal Review Perspectives

The review team should not only focus on the content of the application, but also three specific areas that will weigh heavily on the understanding of the application. These areas are organization and completeness, readability and comprehensiveness and point assignment.

1. **Organization & Completeness**
    Organize the application exactly as it will be organized for submission. This will include the following:

    - Use tabs for each rating factor and rating subfactor
    - Number each page consecutively. Page numbers should be located on a table of contents located as close to the front of the application as appropriate to provide a guide to finding key application information and the supporting documentation being are submitting.
    - Provide all supporting documentation that will be included in the application

    Each year's NOFA usually provides a check list for applicants to use. As part of the internal review use this checklist. This will allow reviewers to verify that all needed information is contained within the application. Failing to attach a required form or supporting documentation or addressing an issue contained within the NOFA may prevent your application from receiving valuable rating points. Often, after reading and re-reading a NOFA, applicants can feel like they understand every aspect of the application. However, it is easy over look critical components of the application, including assurances, certifications, and required statements. Be sure to read each factor line by line to ensure that you have addressed what is requested. Did you "describe", "document", "adopt", etc., when required?

    Any missing documents or additional clarifying information *cannot* be added after the application has been submitted so this is a critical component of the review.

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2. **Readability & Comprehensiveness**

   All grant writers need to be sure that they have effectively communicated their intended message. Having a different set of eyes read the application helps to ensure that the correct message is being transmitted. To do this, the application should be reviewed for word choice conveying the community need and the solution to these needs are clear and concise.

   For example, there is a difference in how to describe staff experience. Which example conveys the best message?

   Our staff has experience in managing new housing programs.
   or
   Our staff has over ten (10) years experience in each element of new housing development including: land purchase, housing design, and construction.

   Applications must be both comprehensive as well as concise. Grant writers understand that there is only one opportunity to be considered for funding, and that opportunity occurs when the application is being reviewed. Therefore, everything necessary for the reviewers to determine that your project meets the NOFA funding criteria must be clearly and concisely presented in the application. An internal review helps to ensure that both these objectives are met.

3. **Point Assignment**

   Once the application has been sent to the internal review team, it is just a matter of time before finding out the point estimation they would give to the application. Conducting a preliminary rating of the application will identify strengths and weaknesses of the application.

   Provide each member of the review team with a scoring sheet that details each rating criteria, the subfactors contained within the criteria, and the points assigned to each subfactor.   The estimation of points by the internal review team will provide valuable information for use in making changes to the application prior to submission.

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By having a *variety* of professionals review and provide feedback on the application, the applicant can help to ensure the application is organized, complete, thorough and concise.

I. TECHNICAL DEFICIENCIES AND PRE-AWARD REQUIREMENTS

Technical Deficiencies. If there are technical deficiencies in successful applications, they must be satisfactorily addressed before HUD can make a grant award. Consistent with 24 CFR part 4, subpart B, HUD may not consider any unsolicited information the applicant may want to provide. The applicant may be contacted to clarify an item in the application or to correct technical deficiencies. The applicant will not be contacted to seek clarification of items or responses that improve the substantive quality of the response to any rating factors. The applicant may be contacted to ensure proper completion of the application. Examples of correctable technical deficiencies include failure to submit proper certifications or failure to submit an application signed by an authorized official.

HUD will notify the applicant by facsimile or by USPS, return receipt requested. **Clarifications or corrections of technical deficiencies must be submitted within 14 calendar days of the date of receipt of the HUD notification.** If the technical deficiency is not corrected within the time period, HUD will reject the application as incomplete and it will not be considered for funding.

Pre-award Requirements. Before a grant agreement can be executed, successful applicants may be required to provide supporting documentation concerning the management, maintenance, operation, or financing of proposed projects. Such documentation may include additional specifications on the scope, magnitude, timing, or method of implementing the project, or information to verify the commitment of other resources required to complete, operate, or maintain the proposed project. Applicants will be provided 30 calendar days to respond to the requirements.   **No extensions will be provided.** If a response is not received within the time period or the response is insufficient, the Area ONAP will determine that the applicant has not met the requirements and will withdraw the grant offer.

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J. SUMMARY

The first step in the application process is to meet initial and threshold requirements for review of the application. Care must be taken to ensure that the application is submitted in a timely manner, the project complies with the primary objective of the ICDBG program, the project is an eligible activity, the amount requested does not exceed the ceiling, and all required components are in the application. The threshold requirements must be reviewed carefully to ensure that the project complies with the appropriate requirements.

Each rating factor has assigned point values and to be successful each rating factor must be addressed completely in the application. Factor one requires information about the capacity of the applicant. The components of rating factor one includes managerial, technical, and administrative capacity and responsibilities; project implementation plan and program evaluation; financial management; procurement and contract management; and past performance, if applicable. Rating factor two requires documentation demonstrating that the project meets an essential community development need and that the project benefits the neediest segment of the population. Rating factor three requires that the applicant demonstrate the quality and effectiveness of the project outcomes in enhancing community viability and in meeting the needs. The components of rating factor three include a description of and rational for the proposed project, budget and cost estimates, relationship of the project to the HUD policy priorities, and a commitment to sustain activities. Rating factor four addresses the leveraged resources brought to the project by the applicant. Rating factor five components includes the planning and coordination and the measurable outputs and outcomes to enhance community viability.

If the project is successful, there may be technical deficiencies that must be addressed to receive a grant award. The technical deficiencies must be responded to within 14 calendar days from notification from HUD of the deficiencies. The last activity might be pre-award conditions which must be addressed within 30 calendar days.

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SAMPLE INTERNAL REVIEW WORKSHEET

Rate each of the areas of the application.

Factor	Organization and Completeness	Readability and Comprehen-siveness	Comments
Factor 1 - Capacity of the Applicant			
Managerial, technical, & administrative			
Project implementation plan & program evaluation			
Financial management			
Procurement & contract management			
Past performance			
Factor 2 - Need/Extent of the Problem			
Documentation that project meets community development need			

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Project benefits neediest population			
Factor 3 - Soundness of Approach			
Description of & rational for project			
Budget & cost estimates			
HUD policy priorities			
Commitment to sustain activities			
Factor 4 - Leveraging Resources			
Factor 5 - Comprehensive-ness and Coordination			
Planning & coordination			
Measurable outputs & outcomes			

NOTES:

List Overall Strengths of the Application: _____

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List Overall Weaknesses of the Application: _____

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Recommendations: _____

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